

**DIRECTORY OF SERVICES AND PERSONNEL
USDA-ARS-SOUTHERN PLAINS AREA OFFICE (AO)
1001 Holleman Drive East
College Station, TX 77840-4117**

Area Director: Email – dan.upchurch@ars.usda.gov
Fax – 979/260-9415

Associate Area Director: Email – james.coppedge@ars.usda.gov
Fax – 979/260-9415

**Deputy Area Director for
Business Management:** Email – willis.collie@ars.usda.gov
Fax – 979/260-9415

Fax – DAD Staff – 979/260-9344
Fax – IT Staff – 979/260-9361
Fax – Purchasing – 979/260-9413
Fax – Travel – 979/260-9496

Name/Title	Telephone/Fax/Email	Duties/Responsibilities
Dan R. Upchurch Area Director (AD)	979/260-9346 Cell 979/209-4646 Fax 979/260-9415 dan.upchurch@ars.usda.gov	Southern Plains Area Director
Anne V. Steele Secretary to Area Director	979/260-9346 Fax 979/260-9415 anne.steele@ars.usda.gov	Provides executive support for AD; coordinates office activities; reviews and routes incoming correspondence; files; performance plans/appraisals.
James R. Coppedge Associate Area Director (AAD)	979/260-9346 Cell 979/229-9326 Fax 979/260-9415 james.coppedge@ars.usda.gov	Provides support to the Area Director; approves travel; reviews RPES and OSQR documents. Designated Area Ethics Advisor for SPA. Diversity Coordinator.
Crystal D. Kallie Secretary to Assoc. Area Director	979/260-9346 Fax 979/260-9415 crystal.kallie@ars.usda.gov	Provides executive support for AAD. Prepares travel documents for AD staff. Responsible for RPES, SPA Directory. Serves as Designated Area Ethics Assistant for SPA.
Willis G. Collie Deputy Area Director for Business Management (DAD)	979/260-9343 Cell: 979/229-9960 Fax 979/260-9415 willis.collie@ars.usda.gov	Provides support to the Area Director and Associate Area Director. Senior Administrative Management official for SPA.
Rhonda J. Wells Secretary to Deputy Area Director	979/260-9343 Fax 979/260-9415 rhonda.wells@ars.usda.gov	Provides executive support for Deputy Area Director and staff. Reviews and routes incoming correspondence; prepares staff itineraries, travel authorizations/advances/vouchers; and coordinates administrative activities.

Name/Title	Telephone/Fax/Email	Duties/Responsibilities
Ruth K. Treat Program Analyst	979/260-9348 Fax 979/260-9415 ruth.treat@ars.usda.gov	CRIS/ARIS, OSQR coordinator for locations – research projects, ARS-115s, annual research reports, organizational changes, ARIS training, patents/inventions, germplasm/variety releases.
Debra L. Owens Equal Employment Specialist	979/260-9416 Fax 979/260-9415 debra.owens@ars.usda.gov	Directs Affirmative Employment Program for SPA; Student Mentoring Programs; coordinated SPA Equal Employment Program operations with Office of Outreach, Diversity, and Equal Opportunity at headquarters; coordinates DEAR Team initiatives; technical advisor for Location EEO Special Emphasis Committees; responsible for EEO/CR reports; and serves as SPA Mentoring Program Coordinator.
Sara E. Duke Statistician, College Station	979/260-9320 Cell 979/324-1769 Fax 979/260-9377 sara.duke@sparc.usda.gov	Area Statistician.
Kathleen M. Yeater Statistician, Lubbock	757/220-9142 Cell 806/790-2823 Fax 757/220-9142 kyeater@lbk.ars.usda.gov	Area Statistician.
Bryan Kaphammer Technology Transfer, Ft. Collins	970/492-7028 Cell 970/222-6726 Fax 970/492-7036 bryan.kaphammer@ars.usda.gov	Technology Transfer Coordinator for SPA, CRADAs, material transfer agreements.
Martha T. Snodgrass Extramural Agreements Specialist	979/260-9445 Fax 979/260-9344 martha.snodgrass@ars.usda.gov	Area Authorized Departmental Officer (ADO) for Extramural Cooperative Agreements, which include RSAs, Trust Funds, Reimbursables, Grants, Specific Cooperative Agreements, and Non-Funded Cooperative Agreements.
Michael E. Lee Area IT Specialist	979/260-9476 Fax 979/260-9361 michael.lee@ars.usda.gov	Administration and support of Local and Wide Area Networks and Internet connectivity, IT Security Officer, administrative applications software development. Operation and maintenance of IT systems and facilities.
Josie M. Portales IT Specialist	979/260-9406 Cell 979/324-0380 Fax 979/260-9361 josie.portales@ars.usda.gov	Provides network, PC, software support, internet connectivity and IT services. Alternate Administrator for Novell Local Area Network. Most password reset.

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Jesus Martinez Student	979/260-9486 Fax 979/260-9361	Provides IT support. Most password reset.
Phil A. Smith Area Security, Safety, and Health Manager	979/260-9449 Fax 979/260-9344 phil.smith@ars.usda.gov	Technical consultation on security, safety, health, biosafety, environmental programs, hazard abatement programs, Occupational Medical Surveillance Program, safety and health inspections, accident/incident investigation and statistics; coordination of facility safety issues with Area Engineer. Informal consultation on radiation safety.
Ed R. Stein Area Cluster Environmental Protection Specialist (CEPS), Weslaco	956/969-5013 Fax 956/969-5033 ed.stein@ars.usda.gov	Technical consultation to Southern cluster on safety, health, and environmental programs, hazardous waste disposal; coordinates facility safety issues with Area Security, Safety, and Health Manager and Area Engineer. Specialities: Chemistry and Industrial Hygiene.
Jim E. Simmons Area Cluster Environmental Protection Specialist (CEPS), College Station	979/260-9444 Fax 979/260-9344 jim.simmons@ars.usda.gov	Technical consultation to Northern cluster on safety, health, and environmental programs, hazardous waste disposal; coordinates facility safety issues with Area Security, Safety, and Health Manager and Area Engineer. Specialities: Pesticide and lead/asbestos issues.
Ken L. Coulter Area Engineer (AE)	979/260-9345 Fax 979/260-9344 ken.coulter@ars.usda.gov	Professional engineering management official for SPA; technical advisor for coordination of facilities programs; development of R&M/ER and construction design criteria/preparation of statement of work for A/E design; contract construction consultation support; technical evaluation of A/E proposals, estimates, and designs; coordinates SPA facilities issues, improvements, and efforts for compliance with Federal/State/Local guidelines with Area Safety and Health Manager.
Barbara J. Crane Area Budget and Fiscal Officer (ABFO)	979/260-9495 Fax 979/260-9344 barbara.crane@ars.usda.gov	Senior Budget and Fiscal official for SPA; accounting policies and procedures; ARMPS oversight; prior year fund requests; financial analysis and reports; designation of Collections Officers; IAS Budget Approver and Commitment Error Manager; SUSF management; HPRL coordination; IPROC Document Resolution Manager.

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Brenda E. Whitwell Budget Analyst	979/260-9494 Fax 979/260-9344 brenda.whitewell@ars.usda.gov	Interagency agreements; allocation reconciliation; financial plans for agreements; salary lapse reports; CAM reports; SUSF Management; Collections Officer; IAS Budget Approver and Commitment Error Manager; IPROC Document Resolution Manager.
Freida E. Williams Transportation Assistant	979/260-9493 Fax 979/260-9496 freida.williams@ars.usda.gov	Technical assistance for travel, passport requests, travel authorizations, Foreign Travel Information System (FTIS), relocation travel services, outside travel funds, travel training, foreign allowances, and monitors and maintains EAGLS travel card system.
Mary J. Kasper Budget Technician	979/260-9491 Fax 979/260-9344 mary.kasper@ars.usda.gov	Area Office accounts maintenance; CATS and SAMS training; allocation reconciliation; FFIS obligations and payments; X01 financial plans; Backup Travel Coordinator; IAS Budget Approver.
Patricia (Patti) L. Toth Budget & Accounting Technician	979/260-9492 Fax 979/260-9344 patti.toth@ars.usda.gov	Accounts maintenance; clerical assistance for budget/Fiscal and Agreements; HHT-Letter of Credit authorizations and reports; ARMPS data coordination; T&A assistance/backup; set up User IDs for SAMS and ARMPS; FFIS obligations and payments.
Edna C. Taylor Area Human Resources Assistant	979/260-9443 Fax 979/260-9344 edna.taylor@ars.usda.gov	Provides technical advice on appointing authorities and promotions, special employment programs, retirement, health benefits, incentive awards, training requests, performance appraisals, position staffing plans; Area T&A Coordinator; accesses TINQ to correct leave errors in data base; Combined Federal Campaign; FOCUS/CULPRIT reports; Employee Assistance Program; OWCP Coordinator; Transit Subsidy Coordinator for SPA; Backup for non-citizen clearances.
Cindy J. Cose Supervisory Procurement Analyst	979/260-9446 Fax 979/260-9413	Senior contracting, procurement, real and personal property, and general services official for SPA. Formal contracting for construction, services, supplies, equipment, ADP, and a/E services. OSDBU Coordinator. Oversees real property, leases, easements, revocable permits, inventories, land exchanges, and disposals. Responsible for Area-wide implementation of IAS.

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Vacant Contract Specialist	979/260-9447 Fax 979/260-9413 cindy.cose@ars.usda.gov	Formal contracting for construction, services, supplies, equipment, ADP, and A/E services. Serves as SPA purchase credit card (PCMS) coordinator (AAPC). Provides technical support to the location procurement community for IAS.
Michael A. Douglas Contract Specialist	979/260-9480 Fax 979/260-9413 michael.douglas@ars.usda.gov	Formal contracting for construction, services, supplies, equipment, ADP, and A/E services. Serves as LAPC for Area Office (PCMS). Serves as Area JWOD Coordinator. Provides technical support to location procurement community for IAS.
Phoebe M. Bordelon Realty Specialist	979/260-9448 Fax 979/260-9413 phoebe.bordelon@ars.usda.gov	Performs all aspects of real property including CPAIS, leases/renewals, easements, permits, boundary surveys and appraisals. Maintains Quarters. Serves as Area Tort Claims Representative. Handles Radio Frequency Authorizations (RFAs) and Historic Preservation and Endangered Species. Serves as COR and Building Manager for Area Office leased space. Updates Capital Improvements, Disposals, and Maintenance and Repairs of Buildings and Structures to CPAIS. Provides assistance and training to locations for the Personal Property System (PROP). Handles acquisitions, dispositions, loss, theft, transfer, vehicle acquisition and fleet maintenance, telephone repairs and maintenance, and building maintenance and security. Maintains Fleet Card System and FTS 2001 Calling Card Database. Responsible for training requisitioners on using IAS.
Anduin (Andy) R. Jaster Procurement Technician	979/260-9475 Fax 979/260-9413 anduin.jaster@ars.usda.gov	Provides assistance to Procurement and Real/ Personal Property Section. Maintains logs and issues numbers for solicitations, contracts, leases, easements, and revocable permits. Responsible for monthly procurement status reports and develops specific procurement plans. Property duties include PROP System (personal property inventory maintenance); assists with vehicle maintenance; lost, stolen, or damaged fleet cards; file maintenance; and supply ordering. Handles vehicle acquisitions. FedBizOpps Representative. Vendor Coordinator for FFIS. Responsible for data entry for FPDS-NG. Receives, processes, and distributes Gift Donation memos. Manages Area Office mail/copy room operations and maintains supply room. Serves as IAS Obligation Error Manager for SPA.